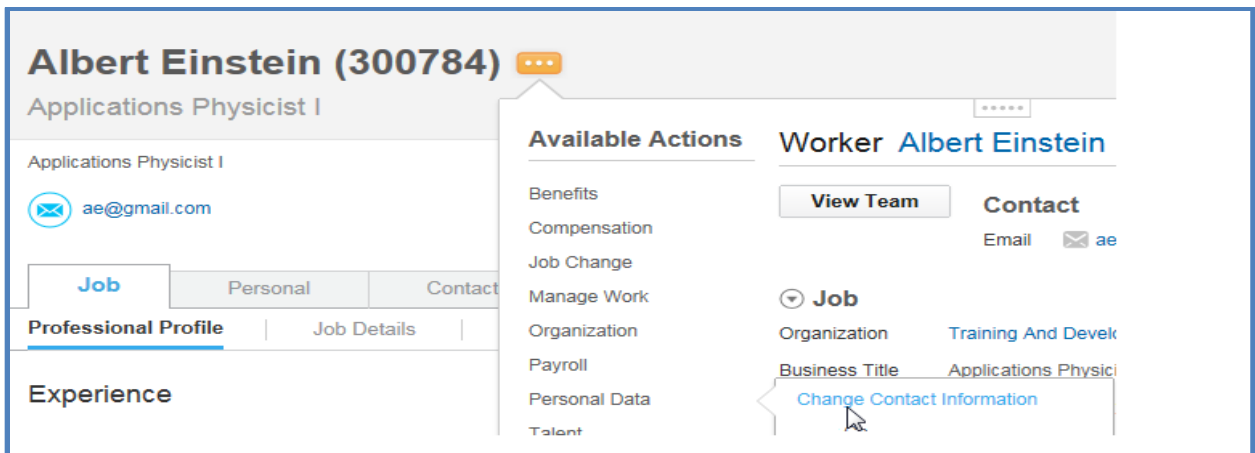# Fermilab

FermiWorks
Change Work Contact Information
01.14.15

This example documents how to change the worker's telephone number. Click any field to update the work contact information.

1. Enter the worker's name in the Search box.

2. Press **Enter**.

3. Select the **employee's name** from the Search Results list.

4. Click the **Related Actions** to the right of the employee's name.

5. Click **Personal Data > Change Contact Information**.

6. Scroll down to **Work Information**.

7. Click the **Primary Phone** to open the field. Update the work phone number. Click **Done**.

8. Click any other field to update the work contact information.

9. Click **Submit**.